



BARSTOW COMMUNITY COLLEGE

Request for Late Withdrawal

STUDENT NAME _____ B Number _____

Withdrawal from class after the final state mandated drop date as published in Schedule of Classes can only be approved for extenuating circumstances, per Title 5, Section 55024. In all cases, the reason must be specifically documented and verified. The extenuating circumstances must be such that it prevented you from dropping the class or must have occurred after the last day to drop the class.

Late drops or withdrawals may be approved for the following reasons, using the criteria listed:

- ☐ U.S. Military Service – Copy of official orders
- ☐ Death of an Immediate Family Member – death certificate, obituary notice, or administrative judgment.
- ☐ Illness or Accident – Hospital or doctor statement, on official letterhead, which states the nature and **dates** of the illness or accident justifying the reason for withdrawal from the college.
- ☐ Change in work schedule/work relocation – Documentation from your employer.
- ☐ Other unforeseeable emergency circumstances – official documentation from an outside source, such as a police report.

The student must attach a typed personal statement explaining the details of the request for late withdrawal. Official documentation and/or verification must also be attached. Submit to Admissions and Records for review by the Scholastic Standards Committee at admissions@barstow.edu. Incomplete requests will not be reviewed. Results will be sent via email, so be sure that your email is kept current.

SEMESTER FOR WHICH YOU ARE REQUESTING A LATE WITHDRAWAL (may not be older than one year)

☐ FALL

☐ SPRING

☐ SUMMER

YEAR _____

PLEASE LIST THE COURSES FOR WHICH YOU ARE REQUESTING LATE WITHDRAWAL

(Gray area below is for office use only)

CRN	Course Name	Instructor	Notification Sent Date	Response From Instructor	
				Yes	No

OFFICIAL USE ONLY – DO NOT WRITE BELOW

☐ Denied

Reviewed _____

☐ Does not meet criteria

☐ Instructor does not approve

☐ Beyond allowable timeframe (one year from end of semester)

☐ Dates of circumstances did not prevent student from dropping the course

☐ Approved: Drop with ☐ PT ☐ MW as of

Comments: